



## GUIDELINES REGARDING REQUESTS FOR ATJ BOARD AND ATJ BOARD COMMITTEE SUPPORT

### Policy Statement

The ATJ Board and its committees (“Committees”) periodically receive requests from third parties to sponsor (or co-sponsor), support, or endorse events, initiatives, legislative or policy issues (including substantive and fiscal matters), and court rules (“Support”). Committees periodically desire to provide Support without having received a request from a third party.

Recognizing that access to the civil justice system is a fundamental right, the Access to Justice Board and Committees work to achieve equal access for those facing economic and other significant barriers (the “Mission”). The mission is reflected in the following foundational documents (the “Mission Documents”):

- [Enabling Order of the Washington Supreme Court](#)
- [Hallmarks of an Effective Statewide Civil Legal Services System](#)
- [ATJ Board’s Statement of Principles and Goals](#)
- [Plan for the Delivery of Civil Legal Aid to Low Income People in Washington State](#) (the “State Plan”)
- [ATJ Board’s Operational Rules](#)

The ATJ Board and Committees may provide Support consistent with the Mission as expressed in the Mission Documents pursuant to the below Principles and Procedures.

### Principles

In evaluating third-party requests for Support, the ATJ Board and its Committees will be guided by the following principles:

- (1) What is the purpose or the goal of the request for support?
- (2) How does the request for support align with the ATJ Board’s mission?
- (3) How does the request for support align with the ATJ Board’s unique role?
- (4) Has the ATJ Board or Committee appropriately received and considered input from, and the impact on, other relevant stakeholders regarding the request for Support?
- (5) How are our racial equity goals affected by this request for Support? How will this Support affect communities of color? What impact will it have to increase/decrease racial equity?
- (6) Does the ATJ Board or the Committee have sufficient time, expertise, knowledge, and information to make an informed and credible response to the request? Will the ATJ Board or committee be able to provide ongoing Support, if requested and necessary?



- (7) How important is the ATJ Board's or the Committee's Support to the third-party's request and/or advancing the ATJ Board's Mission?
- (8) In light of the foregoing factors and the ATJ Board's or Committee's time and resources, what type and level of ATJ Board or Committee Support (including communication of that Support) is appropriate?

### **Procedures**

A party requesting ATJ Board or a Committee's Support will be asked to complete a checklist in support of its request. In the normal course, the Executive Committee of the ATJ Board or the Committee, as applicable will consider the request and make a recommendation to the ATJ Board; provided, however, that, consistent with the Operational Rules, the Executive Committee may "[a]ct on behalf of the Board on . . . urgent matters, or otherwise as delegated by the Board" (III.D.2.). The Executive Committee or the Committee may ask the party submitting the request to provide additional information that will assist the Executive Committee or the Committee in making its recommendation to the ATJ Board. The Executive Committee or the Committee may also defer recommending any action on the request until other relevant parties have considered it.

The ATJ Board may define the level of Support it determines it or a Committee will provide, if any, and such decision will be communicated to the requesting party following such decision.

Committees shall not provide Support without the approval of the ATJ Board. If a Committee wants to provide Support, it will ask the ATJ Board to provide the Support requested. The ATJ Board will either: (1) endorse the action and provide the requested Support; (2) not endorse the action or provide Support but allow the Committee to do so; or (3) not endorse the action and prohibit the Committee from providing Support. If the ATJ Board takes action (2) above, in all communications by the Committee it must be made clear that the position taken is the Committee's position and not the position of the ATJ Board. The Pro Bono Council and Equal Justice Coalition do not need ATJ Board approval to provide Support and are governed by separate operating procedures and guidelines.



## REQUEST FOR ATJ BOARD SUPPORT

In order for the ATJ Board to consider your request for support, please provide the following information and any supporting materials. *The ATJ Board does not have the resources to consider requests to provide monetary support.* Included for your convenience are the Guidelines Regarding Third-Party Requests for ATJ Board Support. Documents describing the ATJ Board's mission are available at: <http://allianceforequaljustice.org/access-to-justice-board/who-we-are/>

<b>1. What are you asking the ATJ Board to do?</b>
<b>2. How is your request consistent with the mission of the ATJ Board?</b>
<b>3. What are the positions, if any are known, of other relevant stakeholders with regard to this request? (e.g., who supports? who opposes?)</b>
<b>4. Identify any other groups that are considering your request (or the issues involved in your request).</b>
<b>5. How vital is ATJ Board support for your request? (e.g., will ATJ Board support make a difference?)</b>
<b>6. What is the timeframe for your request?</b>
<b>7. Are there other factors you would like the ATJ Board to consider?</b>

Please submit this information to Diana Singleton by email at [DianaS@wsba.org](mailto:DianaS@wsba.org).